



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: Indonesia 06-009

ISSUANCE DATE: February 1, 2006

CLOSING DATE: March 3, 2006

**SUBJECT: Solicitation for US Citizen Personal Services Contractor (PSC) To Serve
As Senior Trade and Competitiveness Advisor, USAID/Indonesia**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking proposals (Standard Form 171 or OF-612) from U.S. Citizen interested in providing the PSC services described in the attached.

Submission shall be in accordance with the attached information at the place and time specified. Applications will be accepted in hard copy and/or electronically via e-mail. Please choose one method or the other. All applications must be received no later than the due date and time. Late applicants will be rejected.

Any questions may be directed to Dale J. Gredler, Contracting Officer, USAID/Indonesia, who may be reached at Fax No. 62-21-3483-0222, or E-mail: dgredler@usaid.gov. No phone calls will be accepted regarding this solicitation.

Applicants should retain for their records copies of all enclosures that accompany their application.

Sincerely,

Dale J. Gredler
Contracting Officer

International Address:

Office of Procurement
USAID/Indonesia
American Embassy
Jl. Medan Merdeka Selatan 3-5
Jakarta 10110, Indonesia

U.S. Mail:

Office of Procurement
American Embassy Jakarta
Unit 8135 USAID
FPO AP 96520-8135

ATTACHMENT TO SOLICITATION NO. INDONESIA 06-009

Attachment 1

1. SOLICITATION NUMBER: Indonesia 06-009
2. ISSUANCE DATE: February 1, 2006
3. CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:
March 3, 2006 at 3:00 pm; COB Jakarta Time
4. POSITION TITLE: USAID/Indonesia: Senior Trade and Competitiveness Advisor, applicant must be U.S. Citizen
5. MARKET VALUE: \$77,793 - \$101,130 per year (GS-14 equivalent)
6. PERIOD OF PERFORMANCE: Twenty-four (24) months with an option to be extended on a year to year basis up to five years, subject to funds availability.
7. PLACE OF PERFORMANCE: USAID/Indonesia (Jakarta)
8. JOB DESCRIPTION:
 - A. POSITION TITLE: Senior Trade and Competitiveness Advisor
 - B. ORGANIZATIONAL LOCATION OF POSITION: USAID/Indonesia, Economic Growth Office
 - C. DIRECT SUPERVISOR: Director of the Economic Growth Office
 - D. SUPERVISORY CONTROLS: The Trade and Competitiveness Advisor will be a member of Economic Growth Team which will be supervised by and receive technical direction from the Economic Growth Team Leader or his/her designate.

STATEMENT OF WORK

A. Background:

Indonesia's economy was devastated by the Asian crisis of the late 1990's. The rupiah crashed, unemployment soared, the real economy neared collapse, and the country registered the most costly bank failure in Southeast Asia. The GOI took fiscal and financial measures, reined in inflation, restored interest and exchange rate stability, and

pared down its budget deficit. By late 2002 the macro-economy was stable and substantially improved, but Indonesia's recovery nevertheless lags nearly all Southeast Asian countries, and its performance continues to trail in the region. With more than 9.5 million of the 100.3 million labor force unemployed in 2004, job creation remains a core economic and policy issue. Workforce data has improved, but the challenge to absorb more than 2 million job-seekers each year remains daunting, and the World Bank and others estimate that growth must register at least 6% in order to reduce unemployment. Despite a demonstrable improvement in the political climate, the real economy has yet to recover.

President Susilo Bambang Yudhoyono (SBY) swept to power in 2004 on a growth, jobs and anti-corruption platform. The President has pledged to improve the business and investment climates, and has argued strongly for efforts to increase Indonesia and the region as a whole's competitiveness. He said that "ASEAN will increasingly be defined by its economic competitiveness." This objective was echoed by Trade Minister Mari Pangestu in her December 2 address at the Strategic Intelligence Executive Forum. The ultimate goal set out by the President includes the creation of an ASEAN economic community (AEC) that will create,

"a stable, prosperous and highly competitive ASEAN economic region in which there is a free flow of goods, services, investment, and a free flow of capital, equitable economic development and reduced poverty and socio-economic disparities in the year 2020."

The President described an economy characterized by efficient resource allocation, open markets and free trade, the protection of property rights, a stronger rule of law that is applied transparently and without corruption, and which diffuses knowledge broadly. He talked specifically about increasing Indonesia's competitiveness in priority sectors including: electronics, textiles, automotive, fisheries, wood-based and rubber-based industries as well as key service sectors such as air travel, tourism, health-care and e-commerce. He also seeks to bolster the capacity of networks of small, medium and large enterprises to withstand the pressures of the global marketplace.¹ While the commitment is strong, Indonesia is still in the early stages of fully integrating itself into the regional and global economies and realizing its economic potential. In addition to trade capacity issues, another key factor behind Indonesia's relatively low global competitiveness are the business climate challenges facing domestic farmers and firms operating in Indonesia's high cost economy.

Trade Minister Mari Pangestu has described a process that will seek to reduce Indonesia's "high-cost" economy through deregulation, de-bureaucratization and transparency and by involving stakeholders from the public, private and civil society sectors more intimately in

¹ President Susilo Bambang Yudhoyono, Keynote Address at the 2nd ASEAN Business and Investment Summit in Vientiane, Laos. November 28, 2004 as reprinted in abridged form in the Jakarta Post, November 30 and December 1, 2004.

building competitiveness by improving labor and trade policy and removing the bottlenecks to infrastructure development which currently hobble economic growth. Exporting from Indonesia, she said, must become more efficient, and she highlighted plans to integrate the value and logistics chains from the farm gate to the ports of egress. One way to do so is to encourage the development of industry clusters, including those in the agriculture sector.

Indonesia's share of its top 15 export markets (accounting for over 80 percent of exports) has declined since 2000, at a time when other countries in the region have expanded their trade shares considerably. Indonesia's share of world exports has also fallen in 7 out of 10 SITC export categories since 2000, as well as for total world exports, suggesting a loss of competitiveness across a wide range of exports. The deteriorating export performance reflects a number of factors, including inadequate investment and a heavy reliance on primary exports, particularly due to higher oil prices. FDI, which in the past tended to generate exports of manufactured goods, has fallen by almost half in the post-crisis period. The increased attractiveness of other investment destinations, with lower wage costs and less policy uncertainty, may have further contributed to Indonesia's loss of FDI and hence export competitiveness.

Indonesia ranks 69th out of 104 countries in the World Economic Forum's Global Competitiveness Index. The index captures the fact that Indonesia has not yet succeeded in building the base for an innovation-driven economy whether it is weak intellectual property laws, poor patent registration systems, limited information technology (IT) diffusion, a weak domestic IT industry, or an educational system in need of improvement. A poor business environment, which adds to the cost of goods produced in Indonesia and deters would-be entrepreneurs and new business owners, also hurts Indonesia and is reflected in the ranking. Indonesia's ranking in this and other indices is important because it reflects Indonesia's potential to attract investment. Solving some of these issues could have a major impact on economic growth.

Indonesian firms also need to be better able to compete on more than low cost labor. Understanding what customers will pay for and adding more value to products within the country will help keep profit margins in the hands of Indonesians. To compete in new markets – whether domestic or abroad -- Indonesian companies need to be able to meet the basic requirements of quality, responsiveness, product designs and service offerings, and delivery times. Increasing the productivity of firms will require company management to rethink their operations, improve skills of employees, and invest in new technologies and capital equipment. It will also require improvements in the business environment. Improvements in quality and productivity could be erased by, for example, high transportation costs or other costs associated with moving goods from the factory to the final destination.

The new President and his cabinet recognize that globalization will force Indonesia to harmonize trade and fiscal policies, and that improving the business and investment climates are essential to building the country's competitiveness. More focus will be invested in industry clusters, particularly the 11 core areas identified by the President at the

ASEAN meeting. For a country as large and diverse as Indonesia, this approach is sensible, because it will cultivate connections among firms, suppliers and consumers along the value and logistics chains. Positioning the economy and important sectors to exploit niche markets and greater value-added products is a strategy that could produce the growth and employment that the new government seeks. This effort will be predicated upon formation of public, private and civil society coalitions that identify and address the legal, regulatory, fiscal and other issues impeding business development and investment.

In terms of global competitiveness, the World Economic forum ranks Indonesia 69 out of 103 countries. In terms of business competitiveness, the country scored modestly better, but as corroborated by the World Bank's "Doing Business" report for 2004, the enterprise sector and investment remain plagued by weak legal and regulatory environments. In Indonesia the World Bank calculates that it takes 151 days to register a business, and more than 7 years to execute bankruptcy proceedings. The latter compares with a regional average of 3.6 years, and is a significant deterrent to domestic and foreign investment, and growth. According to the World Bank, reforming entry regulations alone could add as much as a quarter of one percent to growth.

The Consultative Group on Indonesia (CGI), the Indonesian Chamber of Commerce (KADIN) and others generally agree that the reasons for the country's lackluster performance include: poor trade and fiscal policies; antiquated or absent commercial laws, regulations and policies; decrepit infrastructure; and pervasive corruption. One manifestation of an onerous legal environment and shallow capital spending is labor productivity. According to the IFC, labor in Indonesia is among the least productive in the region.² In sum, the business and investment climates have continued to deteriorate and remain unfavorable.

In this context, USAID/Indonesia is implementing a number of activities in its Economic Growth portfolio in order to play a leadership role to facilitate Indonesia's private sector-led growth, including in the areas of trade and competitiveness. Specifically, the Mission is implementing a program to assist Indonesia in the establishment and implementation of a sound trade and investment framework, and additional distinct but related programs in competitiveness and cluster-building in the manufacturing, services and agriculture/agribusiness sectors. These initiatives are complemented by ongoing USAID efforts in enhancing democratic practices and public participation, providing income opportunities for Indonesia's poor, improving social services, promoting sustainable environmental management and increasing the role of non-oil industries in the future development of Indonesia economy.

B. Position Role within USAID Indonesia:

The Trade and Competitiveness Advisor will be the USAID/Indonesia primary technical expert on trade and competitiveness policies related to the services, manufacturing and

² International Finance Corp/PENSA. Voices of the Private Sector. June 2004. page 8.

agriculture/agribusiness sectors. S/he will be fluent in related regulatory and/or institutional reforms to strengthen the confidence of domestic private enterprises and foreign investors in the Indonesia economy and to ensure that legitimate, healthy and competitive private enterprises can be the engine of economic development and of political stability. S/he will have relevant experience in enterprise (including small and medium enterprise) development, including marketing, sourcing, and supply chain management. Demonstrated success in identifying and addressing policy implementation constraints, as well as with promoting public/private dialogue to advance the economic reform agenda is also required. The individual named and proposed must be familiar with the fields of trade, competitiveness, and industry development. Prior experience in value chain, cluster initiatives and competitiveness development is expected and desirable in the areas of brokering business small and medium enterprise deals and developing business strategies, with work on development projects in Asia particularly preferred.

S/he will be the lead advocate within the USAID Mission and Embassy Country Team, as well as with Indonesian counterparts, to further the process of economic liberalization and to increase the domestic and international competitiveness of the private sector to better access international markets. S/he will be a key advisor to assist the Mission to achieve its economic growth strategic objectives. In the context of the “Post-Doha”-World Trade Organization (WTO), ASEAN Free Trade Agreements (AFTA) and Asia-Pacific Economic Cooperation (APEC), the Advisor will apply his/her expertise on policy coordination and actions among the region’s bilateral missions and be part of the management team for US-ASEAN economic partnerships, APEC trade programs, and/or the region’s other trade and investment initiatives.

The Advisor will perform functions at two levels:

- 1). S/he will be the main resource person for trade and competitiveness subject matters within the Mission. The Advisor should be knowledgeable on the GOI positions, USG priorities, other international donor programs’ and best practices on issues such as competitiveness, sector cluster development (including in the manufacturing, services, and agriculture/agribusiness sectors); WTO, AFTA and APEC agendas; trade (domestic and international) promotion; customs management, intellectual property rights, labor relations, business climate, and investment (domestic & foreign direct) policy. The advisor will regularly represent the Mission and promote the USG foreign policy with USAID’s public/private Indonesian counterparts as well as civil society actors. S/he will report directly to the Office of Economic Growth (ECG) Team Leader or his/her designee with a minimum of supervision and guidance within a pre-established work plan that will be evaluated annually.
- 2). The Advisor will be a key member of the ECG team managing assistance mechanisms to enhance trade and investment in various sectors in Indonesia. The Advisor will design, guide and monitor assistance, to include oversight of institutional contractors and US-PVO/NGO personnel, and related liaison with other donors, USG agencies and the GOI, as well as with the Indonesian private sector and

civil society. S/he will need to represent USAID at the highest levels of government and the business community. S/he also will develop, implement, monitor, and evaluate work-plans related to business promotion, trade and investment activities of the economic growth strategic objective.

C. Position Duties and Responsibilities:

General Responsibilities:

- (i) Manage on-going USAID policy programs in trade, competitiveness, investment and related areas;
- (ii) Develop new USAID programs in coordination with the GoI and private sector that advance USAID's Country Strategy;
- (iii) Provide technical support to USAID's economic policy agenda;
- (iv) Coordinate with other stakeholders, including donors, private sector, non-governmental organizations (NGOs), and academics on USAID EG activities, keeping them informed of USAID programs, policies, and the Indonesian economic situation.
- (v) Work closely with other members of the EG Team and coordinate with other SO teams in the Mission on all aspects of the EG program.

Specific Responsibilities include:

- a. Act as a principal trade and competitiveness advisor to the Mission's Economic Growth Team to achieve its objectives. The Contractor will serve as the Cognizant Technical Officer (CTO) or Alternate CTO for the ECG team's activities in the areas of trade and competitiveness as determined by the Director of the Economic Growth office. The Contractor will assist the EG Team Leader, the Mission Director and other USAID SO teams in policy dialoguing with the GOI and private sector and in programming technical assistance resources to support the USAID policy dialogue relating to trade and competitiveness issues in support of the Economic Growth Team's Strategic Objectives and Intermediate Results of Improved Business Climate. The Contractor will manage the activities and policy work in conjunction with such government bodies as BAPPENAS, the Ministry of Trade, the Ministry of Industry, the Ministry of Cooperatives and Small Enterprises, Bank Indonesia and the Ministry of Finance. S/he will ensure effective coordination of USAID-funded activities within the US Government as well as other donors, the Government of Indonesia, its local governments, and business associations. These responsibilities require the incumbent to demonstrate highly developed professional judgment and to provide technical direction and management oversight. She/he will engage with private corporations to build public/private alliances and explores ways to leverage private funding to complement USAID's efforts to improve the quality of economic development

efforts in Indonesia. The Contractor will be expected to monitor the quality and direction of the economic policy and analysis work of implementing partners working with counterpart government institutions. In some instances, the Contractor may participate in research efforts directly. In addition, the Contractor will foster relationships with key relevant GOI officials of those ministries, working to encourage support of USAID activities and well-developed and objective system of GOI policy formulation. **(Estimated Amount of Total Effort: 70%)**

- b. Conduct economic analysis of Indonesia's current trade and competitiveness indicators and constraints to private sector growth and Indonesia's trade capacity. Ensures indicators to measure program impact are tracked accurately and used to revise strategy as necessary. Coordinates with members of the SO Team to ensure data submitted on activities are complete and consistent for reporting. Develop, monitor, and evaluate reporting mechanisms in compliance with USAID guidance on indicators and reporting in order to better inform Mission decision making on trade and investment subject matters including the annual Trade capacity Survey, Portfolio review and Annual Report among others to be assigned. Based on this analytical work the incumbent will make recommendations to the Team Leader and to the Mission Director on program policy, direction and change in order to foster trade and competitiveness policies and activities leading to employment generation and sustained growth. **(Estimated Amount of Total Effort: 10%)**
- c. Develop new initiatives to maximize Indonesia's benefits from WTO, AFTA, APEC, bilateral free trade agreements and other trade arrangement opportunities in order to increase the role of non-oil industries, light manufacturing, agribusiness and trade-in-services in Indonesia's economy. This effort will include identifying and analyzing key economic development constraints, developing viable working relationships with the government or relevant private sector institutions responsible for these issues, and helping to complete the USAID and GOI paperwork necessary to design and implement new programs. **(Estimated Amount of Total Effort: 5%)**
- d. Establish and maintain relationships with appropriate USG agencies (e.g. Embassy Economics Section, Treasury, USDA, and USTR), other donors, the private sector and civil society to identify priorities, coordinate efforts and leverage resources, and represent the Mission and/or USG in meetings and negotiations with Indonesian national and regional governmental authorities. Keeps the SO Team and Embassy colleagues abreast of current events in Indonesia that impact on its mission or cooperation. **(Estimated Amount of Total Effort: 10%)**
- e. Provide analysis and recommendations to other USAID/Indonesia teams on issues ranging from commercial, trade, corporate governance, and competitiveness among others. **(Estimated Amount of Total Effort: 5%)**

Reports:

1. Prepare annual work objectives within 30 days of arriving at post and, thereafter, no later than each anniversary date of this contract. The work objectives should be submitted to the EG Office Director or their designee, for review and approval.
2. Prepare brief quarterly reports for the EG Office Director or his/her designee on activities undertaken, success stories, and any issues and problems with recommended solutions.
3. Prepare a report 45 days prior to the anniversary date of this contract, which summarizes the activities undertaken during the year including the contribution to achieving the Economic Growth strategic objectives and intermediate results. The report will include a summary of the Advisor's contribution to the policy dialogue with GOI and the private sector and civil society actors, a brief (1 page) summary of each activity completed during the year, and make specific recommendations and suggestions on future activities.
4. Prepare other reporting requirements as determined by the Director of the Office of Economic Growth.

D. Organizational Location of Position:

The Trade and Competitiveness Advisor will be a member of Economic Growth (EG) Team which will be supervised by and receive technical direction from the Economic Growth Office Director or his/her designate. The Advisor shall coordinate with the entire EG Team, all other USAID/Indonesia SO teams and support offices, GOI counterparts and its institutions, other donor officials and private sector and civil society representatives.

E. Reporting-Supervisory Responsibilities:

The incumbent will coordinate USAID/Indonesia's trade and competitiveness portfolio, monitor its intermediate results and consult on future strategic direction. It is expected that s/he will work and coordinate closely with a team of 2-3 senior-level FSN-DH/FSN-PSC professionals and provide 360 degree inputs to the EG Office Director on their semi-annual performance appraisals and annual evaluations. In addition, the incumbent will oversee one or more bilateral counterpart relationships, U.S.-contractor(s) implementation teams, and/or grantee/cooperative agreement partnerships across the private, public and non-profit sectors as assigned by the EG Office Director.

F. Qualifications and Selection Criteria

General:

- a. This is a senior position in USAID/Indonesia that requires a broad combination of technical, analytical, and managerial abilities combined with excellent communication (written and oral) and interpersonal skills. Although knowledge of Bahasa Indonesia is not required, willingness to learn conversational Indonesian is expected and the ability to communicate competently in Bahasa Indonesia is highly desirable. We are seeking someone with a combination of strong project administration skills and experience with technical skills and experience in analyzing, designing and implementing development assistance activities. The incumbent must demonstrate mastery of a range of specialized skills in project design, management and policy reform. The varied duties and responsibilities also call for broad professional knowledge, especially related to trade and competitiveness, and skills sufficient to generate and apply new hypotheses and concepts in planning, conducting and evaluation long-range projects or proposals for the solutions of complex policy questions.
- b. At least seven years of experience with a progression of increasingly responsible positions is required. Some of this experience must be in a developing country. This experience should be in economic policy, preferred related to trade, competitiveness and public policy issues. An ability to function independently in complex, frequently changing political and economic conditions is likewise essential. The ideal candidate will have strong experience in dealing with a variety of donor-funded assistance programs, both financial and technical. A demonstrated understanding of USAID's project development, contracting and project management policies and procedures would be useful. The successful candidate will have a combination of successful technical and managerial experience in a position of similar complexity and a relevant subject focus. Previous substantive working experience in Indonesia is desirable.
- c. Ability to establish strong working relationships with representatives of national governments, multilateral institutions and other donors, and have the ability to quickly develop a network of contacts among senior international donor officials.
- d. A demonstrated record of leadership and the ability work collegially with senior levels of the U.S. government system and with Indonesian senior officials in both the public and private sectors in a persuasive fashion is desirable.
- e. Excellent oral and written English communication skills, including public speaking; proven ability to produce professional reports and analyses. The ability to communicate competently in Bahasa Indonesia is highly desirable.

Specific:

1. **Work Experience** (40 points): Seven to 10 years of increasing responsibilities in the private/public/non-profit sectors in managing, designing and analyzing trade and competitiveness programs and/or private sector portfolios in emerging markets. S/he will have at least three years of experience in Asia and/or served in a regional assignment in another geographic area undergoing rapid economic and political transition. The incumbent must have hands-on working experience that reflects both an ability to manage resources (both human and financial), as well as to serve as a technical leader in their field.
2. **Education and USAID (donor) Background** (30 points): A Master in Business Administration (MBA), and/or its equivalent (Masters Degree in economics and/or other related field), is required preferably with a focus on international trade, enterprise development and foreign direct investment. Prior working experience of 3 to 5 years with USAID, and/or another international donor organization, with established familiarity with government policies and internal program management procedures is expected and a demonstrated understanding of USAID's project development, contracting and project management policies and procedures would be useful.
3. **Technical and Interpersonal Skills** (30 points): The incumbent must have a high degree of technical, analytical and quantitative skills in analysis of markets and policies. S/he must have a broad vision of development problems and strategies in emerging markets, including institutional, social and political issues, and have a high degree of flexibility and good team building skills to work on multiple issues across various internal/external teams. The position will require an entrepreneurial, goal-oriented approach, and the ability to resolve bureaucratic problems in program management. Excellent interpersonal skills and cross-cultural sensitivity are required to develop and maintain productive cooperation with senior GOI and private sector counterparts as well as with partners and team members. Finally, the incumbent must be able to communicate effectively (writing and oral) and present complex ideas efficiently to senior government officials, business leaders and other trade and investment professionals.

At USAID's discretion, reference checks and interviews may be conducted as part of the evaluation process.

Total points: 100 points

G. Timing of Contract:

The desired selection date for the position is May 2006 or as soon as possible thereafter. The contract will be for period of two years, subject to the availability of funds, with an

option to be extended on a year-to-year basis for up to five years after which this position will be re-competed or deleted. Exercising option will depend on continuing need for services, availability of funds, satisfactory or better performance and the needs of the Mission.

H. Salary:

This is a GS 14 position. The actual salary will depend on past salary history and experience of the successful candidate.

I. Medical and Security Clearances

The selected candidates must obtain medical and security clearances. If hired overseas, dependents are authorized to accompany the selected candidate. All dependents accompanying the contractor to post must obtain a medical clearance.

J. How to Apply

1. Please send a completed and signed Standard Form 171 or Optional Form 612 with resume containing the following information. Standard Form 171 or Optional Form 612 is available at the USAID website, http://www.info.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at Federal offices.

- (i) Personal Information: Full name, mailing address (with Zip Code) day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- (ii) Education: colleges and universities attended, name city and state (Zip code if known) majors, type and year of any degrees received;
- (iii) Work Experience: give the following information for your paid and non paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employers name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;

- (iv) Other Qualifications: job-related training courses (title & year), job related skills; for example, other languages, computer software /hardware, tools, machinery, typing speed, job related certificates (current only), job-related honors, awards, and special accomplishments, for examples, publications, memberships in professional or honor societies, leadership, activities, public speaking, and performance awards (give dates but do not send documents unless requested).
- 2. A relevant writing sample of not more than five pages;
- 3. Names, contact numbers, and addresses of three professional references;
- 4. A written statement certifying the date and length of time for which the candidate is available for the position.

K. Mailing address:

Interested candidates should send the above information via pouch mail, International mail or hand-carry, to the attention of Mr. Dale Gredler, Contracting Officer, Office of Procurement, USAID/Indonesia at one of the following addresses:

U.S. MAIL

Office of Procurement
American Embassy Jakarta
Unit 8135 USAID
FPO AP 96520-8135 (allow 2 to 3 weeks for delivery)

INTERNATIONAL MAIL

Contract Management Office
USAID/Indonesia
American Embassy
Jl. Medan Merdeka Selatan No. 3-5
Jakarta 10110, Indonesia
(allow 2 to 3 weeks for delivery)

HANDCARRY / DHL

Contract Management Office
USAID/Indonesia
American Embassy
Jl. Medan Merdeka Selatan No. 3-5
Jakarta Pusat, Indonesia

MARKING INSTRUCTIONS:

Clearly mark envelopes containing applications as follows:

SOLICITATION No. Indonesia 06-009

Closing Date: March 3, 2006

L. Electronic Submission:

Applicants may also send application and CV by email attachment by submit your application to Dale J. Gredler, contracting officer at dgredler@usaid.gov with a copy to Ikke Trisianti; at itrisianti@usaid.gov. Applications must be received prior to the due date and time. To ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line in any cover letter.

M. Closing Date:

Applications must be in the Office of Procurement, USAID/Indonesia, no later than March 3, 2006 at 3:00 pm Jakarta Time, late application will be rejected.

Attachment 2

AS A MATTER OF POLICY, AND AS APPROPRIATE, A PSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

1. BENEFITS

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual & Sick Leave

2. ALLOWANCES (if applicable) *

- Temporary Lodging Allowance (Section 120)
- Housing (Section 130)
- Post Allowance (Section 220)
- Supplemental Post Allowance (Section 230)
- Separate Maintenance Allowance (Section 260)
- Education Allowance (Section 270)
- Education Travel (Section 280)
- Post Differential (Chapter 500)
- Payments during Evacuation/Authorized departure (Section 600), and
- Danger Pay (Section 650)

LIST OF REQUIRED FORMS FOR PSCs

1. Standard Form 171 or OF-612
- **2. Physical Examination (Form DS-1843 and DS-1622)
- **3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- **4. Questionnaire for Non-Sensitive Positions (SF-85)
- **5. Finger Print Card (FD-258)

NOTE:

- * Standardized Regulations (Government Civilians Foreign Areas)
- ** The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.